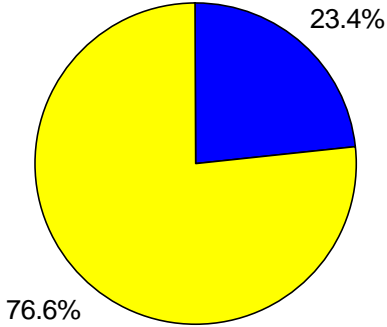


68-03-Financial Management

Fund/Agency: 001/68		Department of Administration for Human Services
Personnel Services	\$2,499,642	<p>CAPS Percentage of Agency Total</p>  <p>23.4%</p> <p>76.6%</p> <p>■ Financial Management ■ All Other Agency CAPS</p>
Operating Expenses	\$309,612	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$2,809,254	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$2,809,254	
Positions/SYE involved in the delivery of this CAPS	55/54	

► CAPS Summary

The Department of Administration for Human Services (DAHS) Financial Management business area prepares and manages budgets totaling \$375 million in FY 2002, including 53 General Fund grants, and performs Accounts Receivable functions for Human Services agencies. Financial staff forecast and collect revenues from the Federal and State governments, other jurisdictions, clients, and third-party payors that are expected to offset County expenditures in FY 2002 by \$143.5 million. Expenditures are monitored and analyzed, and required financial reports are completed in a timely manner in order to receive reimbursements. Financial Management staff works closely with Human Services' management and program staff, DAHS' business areas, Fairfax County auditors as well as external auditors, and County agencies such as the Department of Management and Budget (DMB), the Department of Finance, and the Department of Human Resources (DHR). These collaborative efforts enhance DAHS' Financial Management's success in developing and managing budgets, preparing bills and customer account statements, collecting revenues and reimbursements, ensuring compliance with Federal and State requirements, and identifying and pursuing opportunities to create business efficiencies and enhance revenue collections.

Department of Administration for Human Services

DAHS' Financial Management also serves a consultative role with Human Services agencies, the Human Services Leadership Team, the Human Services Council, Human Services advisory boards and committees, and community-based organizations. Financial Management is actively involved with Countywide committees and task forces, working on special projects to improve process efficiency, enhance corporate systems, and address other facets of County operations.

► Method of Service Provision

Financial Management employees work as partners in the Human Services system, providing direct administrative support to programs and adding value to service delivery. Human Resources staff work closely with County agencies such as the Department of Management and Budget, the Department of Finance, and the Department of Human Resources in order to provide timely, effective, and efficient service to Human Services agencies. DAHS' Financial Management also serves a consultative role with Human Services agencies, the Human Services Leadership Team, the Human Services Council, Human Services advisory boards and committees, and community-based organizations. Also, Financial Management is actively involved with Countywide committees and task forces, working on special projects to improve process efficiency, enhance corporate systems, and address other facets of County operations.

Business support services are provided by DAHS in the Pennino Building and at more than 350 office, residential, and recreational facilities across Fairfax County.

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Output: Accounts receivable collected	\$117,993,812	\$120,661,325	\$138,494,765	\$143,480,636	\$143,480,636
Output: Actual net budget balances (expenditures less revenues)	\$2,980,041	\$2,006,288	\$1,114,135	\$1,114,135	\$1,114,135
Service Quality: Percent change in accounts receivable collection rate	4.4%	0.8%	9.4%	0.0%	0.0%
Service Quality: Net percent of budgets expended	99.0%	99.0%	99.5%	99.0%	99.0%

Department of Administration for Human Services

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Outcome: Percent of accounts receivable collected	94.5%	95.0%	109.4%	97.0%	97.0%
Net unexpended end-of-year budget balances	1.1%	1.0%	0.5%	1.0%	1.0%

► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 51 - 75%. The specific Federal or State code and a brief description of the code follows:

- Acceptance of Federal and State funds obligates the County to meet specific financial tracking and reporting requirements contained in Federal and State laws and regulations. The largest share of these funds are reimbursements for social service and public assistance programs administered by the Dept. of Family Services (DFS). These financial management requirements are cited in the Code of Virginia, 63.1-33, 51-53, 91; Title XIX of the Social Security Act for Medicaid program requirements; Titles III and V of the Federal Older Americans Act and the Federal Job Training Partnership Act detail requirements for the Fairfax Area Agency on Aging; and Comprehensive Services Act requirements are cited in the Code of Virginia, Sections 2.1-1.7 and 745-759, 9-6.25, 16.1-278.5 and 286 and 294, 22.1-101.1, 37.1-197.1, 63.1-55 and 248.6, 66-14 and 66-35.
- Financial management requirements for the Health Department are detailed in the Contract between Fairfax County and the Virginia Department of Health, and are also associated with receipt of Federal WIC and Maternal and Child Health Grant funds (Title V of the Social Security Act) and Medicaid (Title XIX of the Social Security Act).
- Requirements related to the Juvenile and Domestic Relations Court are contained in Section B of the Minimum Standards for the Virginia Dept. of Youth and Family Services. Under section 37.1-198 of the Code of Virginia, the governing body of each locality must approve its Community Services Board's (CSB) annual plan and budget before the CSB is eligible to receive grants from the State. In Fairfax County, the CSB's Performance Contract serves as this plan, as required by the Code. The CSB's Performance Contract is the State's primary funding and accountability mechanism for community services; DAHS' Financial Management section develops and monitors the financial and budgetary components of the CSB's plan. In addition, it requires each locality's Community Services Board (CSB) annually develop a performance contract between the locality and the State Department of Mental Health, Mental Retardation, and Substance Abuse Services (DMHMRSAS). This performance contract is required to include a formally-approved budget by the governing body of each locality. Specific financial management requirements related to developing and managing this local CSB budget are specified within this code citation. The governing body of each locality is required to approve it's CSB's annual plan and budget (referred to as a Performance Contract) before the CSB is eligible to receive funding from the Virginia DMHMRSAS. This Performance Contract is the State's primary funding and accountability mechanism for community-based CSB services.